

(SAMPLE LETTER TO BE REMOVED FROM MAILING LISTS)

[Date]

DMA Mail Preference Service
Preference Service Manager
1120 Avenue of the Americas
New York, NY 10036-6700

RE: Request to be Removed from Mailing Lists

Dear Sir/Madam:

I am writing to request that my name removed from any and all mailing lists for unsolicited mail, effective immediately. I am currently receiving unsolicited mail at:

[Name]
[Address]
[City, State and Zip Code]

Other persons living at this address who also request hat their names be removed immediately from any and all mailing lists are [Names of family members]. If this request is not sufficient for removing my name or those of my listed family members, please notify me promptly of any other procedures I need to follow. I can be reached at the address listed above. Thank you for your attention to this matter.

Sincerely,

[Signature]
[Printed name]